

SECONDARY ROAD PATROL AND TRAFFIC ACCIDENT PREVENTION PROGRAM QUARTERLY FINANCIAL REPORT

COUNTY	REPORT PERIOD	OHSP CONTRACT NUMBER
COUNTY ACCOUNT NUMBER	CONTRACT START DATE	CONTRACT END DATE

REPORT WHOLE DOLLAR AMOUNTS ONLY				
BUDGET CATEGORIES	1) APPROVED BUDGET	2) CUMULATIVE EXPENDITURES FROM PREVIOUS REPORT	3) EXPENDITURES PAID THIS QUARTER	4) TOTAL EXPENDITURES (COL 2 + COL 3)
PERSONNEL	\$	\$	\$	
AUTOMOTIVE				
EQUIPMENT				
OPERATING EXPENSES				
INDIRECT COSTS				
TOTAL	\$	\$	\$	

SOURCE	
STATE ALLOCATION	\$
COUNTY SUPPLEMENT	
TOTAL	\$

CUMULATIVE RECEIPTS TO DATE	\$
LESS TOTAL EXPENDITURES	
DIFFERENCE	\$

Certification of Financial Officer: I certify that the above is correct based on the County official accounting system and records consistently applied and maintained. The expenditures shown have been made for the purpose of, and in accordance with, P.A. 416 of 1978, as amended. The Act funds were not used to replace local funds, but rather to increase the amount of local funds that would, in the absence of the Act funds, be made available for law enforcement.

FINANCIAL OFFICER	SIGNATURE	DATE
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AUTHORITY:	1978 PA 416, as amended & Exec. Order 1989-4
COMPLIANCE:	Voluntary, but reimbursement will be delayed

OFFICE OF HIGHWAY SAFETY PLANNING

SECONDARY ROAD PATROL AND ACCIDENT PREVENTION PROGRAM

QUARTERLY FINANCIAL REPORT INSTRUCTIONS

- I. Quarterly Financial Report Requirements. A financial report must be submitted quarterly and received by the Office of Highway Safety Planning no later than 20 days following the end of each quarter. The quarterly Financial Report is the basis for reimbursement of expenditures incurred by the county. Failure to submit will result in OHSP action to withhold the release of funds to the county.

II. Form Completion.

Complete the heading information as requested on the form.

Column 1 Approved Budget. Enter the total budget figures for each of the four budget categories as they appear on the contract or the most recently approved budget adjustment.

Column 2 Cumulative Expenditures from Previous Report. See Column 4 of the previous report.

Column 3 Expenditures Paid This Quarter. Enter actual expenditures paid this quarter, excluding encumbrances.

Column 4 Total Expenditures. Column 2 and Column 3.

Source. If the approved budget in your contract includes a county supplement, complete this section.

Cumulative Receipts to Date. Enter total P.A. 416 funds received from the State to date.

Total Expenditures to Date. Enter the total from Column 4.

Difference. Subtract Total Expenditures (Column 4) from Cumulative Receipts to Date. The difference represents the amount of expenditures which either exceeds or is less than the amount of funds actually received to date.

III. Submission. Mail the original Quarterly Financial Report to:

Office of Highway Safety Planning
4000 Collins Road
P.O. Box 30633
Lansing, Michigan 48909-8133